



## **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

***“Honoring California’s Veterans”***

**Health Records Technician II (Supervisor)  
Permanent, Full –Time  
\$3364.00-3676.00 Monthly**

**THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.**

**\*DUE TO THE GOVERNOR’S HIRING FREEZE, ONLY INTERNAL CDVA EMPLOYEES CURRENTLY IN THE CLASS OR WITH LATERAL TRANSFER ELIGIBILITY WILL BE CONSIDERED FOR THIS VACANCY.**

**Final File: Until Filled**

**Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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**Health Records Technician II (Supervisor)****Permanent, Full –Time****\$2953 - \$3590 Monthly****Duties and Responsibilities:**

Under the supervision of the Assistant Hospital Administrator:

- Upholds standards for complying with Health Information Management (HIM) and Medical Records requirements under the California Code of Regulations – Title 22, USDVA Standards, and the Veterans Home Policy and Procedure Manual. Determines daily priorities for the Health Information Management staff. Keeps the Assistant Hospital Administrator apprised of relevant issues within the HIM Department. Works closely with the medical, nursing, and ancillary health personnel on a daily basis. Provides continuous supervision and training for the staff of the HIM Department as well as continuous dissemination of information for all medical, nursing, and ancillary health personnel regarding health records documentation and health information management. Delegates work as needed in the various sections of the HIM Department. Plans the equipment and supply needs and staffing assignments for the HIM Department as changes in the census arise.
- Upholds standards for complying with HIPAA requirements and policies. Provides training, guidance and consultation regarding privacy rights, confidentiality and protecting health information to facility staff. Upholds standards for proper health records documentation and use of abbreviations.
- Reviews clinic records and statistical reporting systems for clinics and all medical services. Recommends methods for record compilation and filing. Supervises RHR storage and retrieval. Utilizes knowledge of medical and legal aspects of HIPAA and health record keeping in the release of protected health information. Assesses and provides for archiving of health records. Ensures resident Face Sheet information in Computer system is accurate and up-to-date. Inputs information into computer system and runs reports as needed. Provides consultation and expertise to CDVA and the Veterans Home regarding electronic medical records (EMR). Keeps accurate records and prepares reports in order to ensure compliance with all regulatory agencies requirements. Oversees monthly health records audits and provides a monthly audit report. Forwards statistical reports as required to Administration.
- Participates and provides input to various facility committees including but not limited to Health & Safety, Infection Control, and Quality Assurance. Attends and provides input to weekly Department Managers meetings. Attends facility in-service training and ensures attendance of departmental staff. Coordinates and attends health records committee meetings as needed.
- Understands and demonstrates principles of personnel management and supervision. Evaluates employee performance and completes probationary reports, annual performance appraisals and other paperwork required of a department manager and supervisor. Evaluates employee performance and takes corrective action using progressive discipline guidelines when improvement is needed.

**How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 11500 Nimitz Ave D413, Los Angeles, Ca. 90049, Attn: G Steward M80 47W 09/10.** All State applications must be postmarked no later than the final filing date.

**Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Gwen Steward, Human Resources Office, at (424) 832-8221. TDD: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

RELEASED: 5.20.11